DHS
Upload Appeal Initiation Documents

1 Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search** to find the eROP for the applicable case.

2 Select the appropriate eROP and click the **Upload** button.

3 A pop-up window opens. Select **File Appeal at BIA**. Select the Immigration Judge decision you are appealing.

4 Select the **Document Category** and then the **Document Subcategory**.

5 Click the **Browse** button. Select the EOIR-26 file, then click the **Upload** button.

NOTE: Documents must be 25MB or less (Format – PDF, JPG, or JPEG only)

6 If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the document awaits EOIR review.
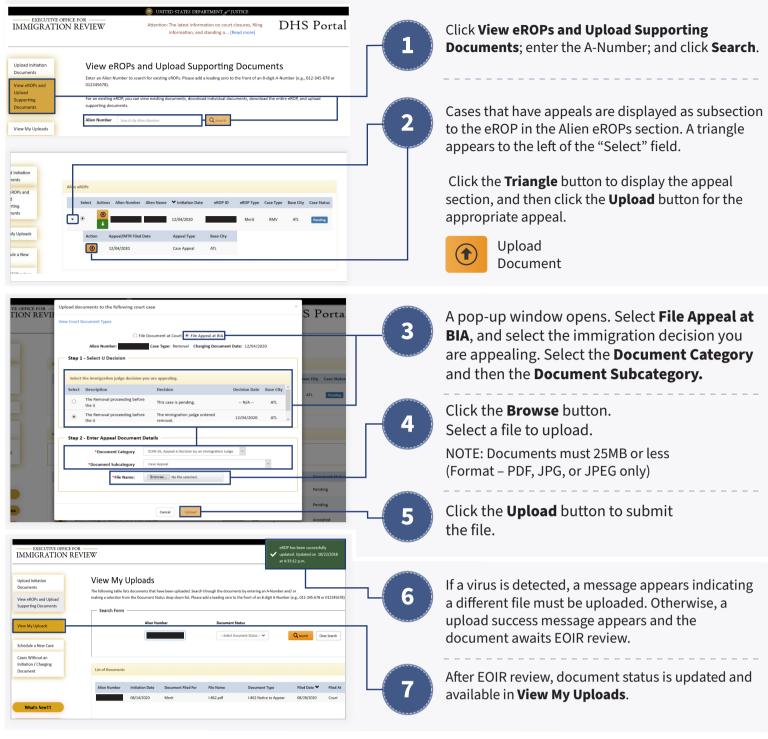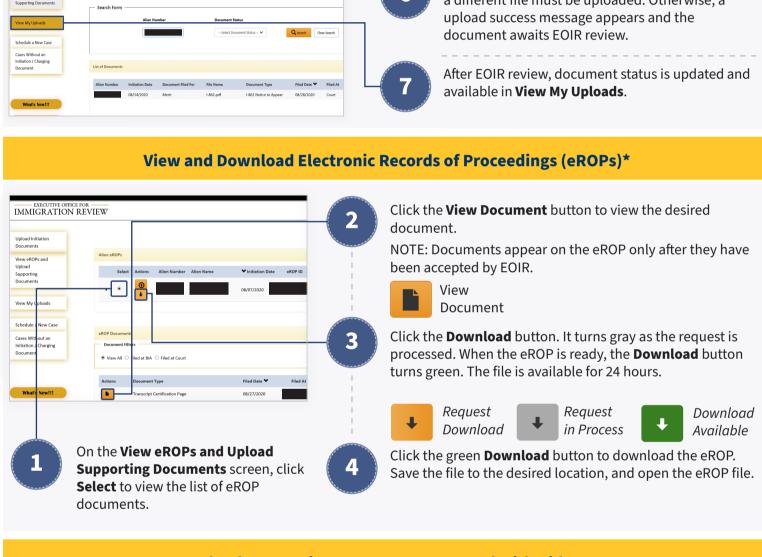
7 After EOIR review, document status is updated and available by clicking **View My Uploads**.

View and Download Electronic Records of Proceedings (eROPs)*

2 Click the **View Document** button to view the desired document.

NOTE: Documents appear on the eROP only after they have been accepted by EOIR.

View Document

3 Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.

Request Download

Request in Process

Download Available

1 On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

4 Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

* DHS ICE OPLA users will have the ability to request a downloaded copy of an eROP in the individual case details in the DHS Portal.

DHS
Upload Supporting Appeal Documents

1 Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search**.

2 Cases that have appeals are displayed as subsection to the eROP in the Alien eROPs section. A triangle appears to the left of the "Select" field.

Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

3 A pop-up window opens. Select **File Appeal at BIA**, and select the immigration decision you are appealing. Select the **Document Category** and then the **Document Subcategory.**

4 Click the **Browse** button.
Select a file to upload.
NOTE: Documents must 25MB or less
(Format – PDF, JPG, or JPEG only)

5 Click the **Upload** button to submit the file.

6 If a virus is detected, a message appears indicating a different file must be uploaded. Otherwise, a upload success message appears and the document awaits EOIR review.

7 After EOIR review, document status is updated and available in **View My Uploads**.

View and Download Electronic Records of Proceedings (eROPs)*

2 Click the **View Document** button to view the desired document.
NOTE: Documents appear on the eROP only after they have been accepted by EOIR.

View Document

3 Click the **Download** button. It turns gray as the request is processed. When the eROP is ready, the **Download** button turns green. The file is available for 24 hours.

Request Download   *Request in Process*   *Download Available*

1 On the **View eROPs and Upload Supporting Documents** screen, click **Select** to view the list of eROP documents.

4 Click the green **Download** button to download the eROP. Save the file to the desired location, and open the eROP file.

Upload Supporting Documents to a Lead with Riders

In consolidated cases involving family members, one family member is designated "Lead" while the others are deisgnated "Riders".

1 Click **View eROPs and Upload Supporting Documents**; enter the A-Number; and click **Search**.

2 Cases that have appeals are displayed as a subsection to the eROP section. A triangle appears to the left of the "Select" field.

Click the **Triangle** button to display the appeal section, and then click the **Upload** button for the appropriate appeal.

Upload Document

3 A pop-up window opens with all the riders associated with the A-Number. All riders will be selected by default. Select **File Document at BIA**.

4 Select the **Document Category** and then the **Document Subcategory**. Click the **Browse** button. Select a file to upload.
NOTE: Documents must be 25MB or less
(Format-PDF, JPG, or JPEG only)

5 Click the **Upload** button. The document will be sent to the eROP of the lead and the eROP for each selected rider.

6 If the file contains a virus, a message appears indicating a different file must be uploaded. Otherwise, an upload success message appears and the documents awaits EOIR review.